

Use of School of Medicine Buildings

All student activities in the School of Medicine that require the reservation of space must submit a request for approval to Ms. Shikina Harrison in Student Affairs. Once approval has been given the student leader can proceed with the following steps:

1. Use [25Live](#) with your University User ID and Password.
2. Login with your Emory NetID and password and request the space. If you do not have access to 25Live, notify Ms. Harrison to request access. If time is a concern, let Ms. Harrison know the request has been placed in the system.
3. Harrison can assist you in getting a diagram of the set-up for your event to the Staging Department in Campus Services. This is needed only if changes must be made to the space; Campus Services will need it in order to set up and return the space to its original order.
4. All users of space in the School of Medicine must abide by the Use of School of Medicine Buildings Failure to do so would prevent confirmed reservations in the future.

Students must use the on-line request procedures. Student Affairs staff can advise student leaders on their staging (tables and chairs) requests or needs for custodial or Campus Services in conjunction with their events.

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